Uploading Images

1. **Navigate** *to Unit*
2. **Navigate** *to Image Library*
3. **Upload** *Images*
4. **Check In** *Images*
5. **Publish** *Images*
6. **Approve** *Images*

Navigating to Unit to Upload Images

1a. Click *Units*

Navigating to Unit to Upload Images

1b. Select *Unit*

Navigating to Unit to Upload Images

1c. Click *Unit* from list of links

Navigating to Image Library

2a. Click *View All Site Content*

Navigating to Image Library

2b. Click *Images*

Uploading Images

3a. Click *Upload Document*

NOTE: When uploading images, it is recommended that you upload them one at a time to fill in all required information for each image. Using Upload Multiple Documents does not allow you to fill in the required information until after you upload. If you upload multiple images at once, you must open each image and enter the information required.

Uploading Images Individually

3b. Click *Browse* **to Select Files**

Home > Units > TESTSITE > Images > Upload Document

Upload Document: Images

Upload Document
Browse to the document you intend to upload.

Name:

[   ] [Browse...]

Upload Multiple Files...

☑ Add as a new version to existing files

Version Comments
Type comments describing what has changed in this version.

Version Comments:

[   ]

[OK] [Cancel]

Note: Images must be published and approved before the public can view them

Uploading Images Individually

3c. Select *Image* **to upload**

Look in: My Pictures

- community outreach
- marines.mil
- Nashville
- PictureProject
- 822843884490.jpg
- assortedverticalpianos.jpg
- DESKTOP.JPG
- grandpiano.jpg
- NashvilleAreaMap.jpg
- Sample Pictures
- tampa20music3.jpg
- Usedpianos.jpg

My Recent Documents

Desktop

My Documents

3d. Click *Open* **to upload**

Files of type: All Files (*.*)

Open

Cancel

Uploading Images Individually

Home > Units > Headquarters Marine Corps > Images > Upload Document

Upload Document: Images

Upload Document
Browse to the document you intend to upload.

Name:

C:\Documents and Settings\kathy.ges[Browse...

Upload Multiple Files...

☑ Add as a new version to existing files

Version Comments
Type comments describing what has changed in this version.

Version Comments:

3e. Click OK → OK   Cancel

Uploading Images Individually

3f. Enter image information

- Name *
- VRIN# *
- Date Photo Taken *
- Byline *
- Unit
- Dateline *
- Keywords
- TypeofImage
- F-Number
- ExposureTime
- ApertureValue
- ShutterSpeedValue
- MeteringMode
- MaxApertureValue
- ExifImageWidth
- FocalLength

- ExposureMode
- ExifImageHeight
- SceneCaptureType
- WhiteBalanceMode
- Flash
- ISOSpeedRatings
- Model
- Make
- Headline
- Artist
- City
- WriterEditor
- Country/Region
- State/Province
- AllMetadata

3g. Click *Check In*

Field	Value
Check In	Cancel
Delete Item	Spelling...
	* indicates a required field
Name *	Frogs	.jpg
Preview	
VRIN# *	Frogs.jpg
DatePhotoTaken *	2/13/2007 AM 20
Byline *	John Smith, Photographer
Unit	10th Marine Regiment
Dateline *	Frogs have clandestine meeting
Caption *	Frog Meeting
Keywords	frogs
TypeOfImage	● News Story Photo ○ Generic Graphic or Chart
F-Number	F 11
ExposureTime	1/125 sec
ApertureValue	
ShutterSpeedValue	
MeteringMode	Multi-segment
MaxApertureValue	F 4.6
ExifImageWidth	2048 pixels
FocalLength	105.0 mm
ExposureMode	Auto exposure
ExifImageHeight	1151 pixels
SceneCaptureType	Standard
WhiteBalanceMode	Auto white balance
Flash	Flash fired, return detected, Auto
ISOSpeedRatings	1600
Model	NIKON D40X
Make	NIKON CORPORATION
Headline	
Artist	
City	
WriterEditor	
Country/Region	

NOTE: Make sure all Items marked with * have information. These are required fields and must have information filled in.

Uploading Multiple Images

3b. Click *Upload Multiple Files*

Home > Units > TESTSITE > Images > Upload Document

Upload Document: Images

Upload Document
Browse to the document you intend to upload.

Name:

[   ] Browse...

Upload Multiple Files...

☑ Add as a new version to existing files

Version Comments
Type comments describing what has changed in this version.
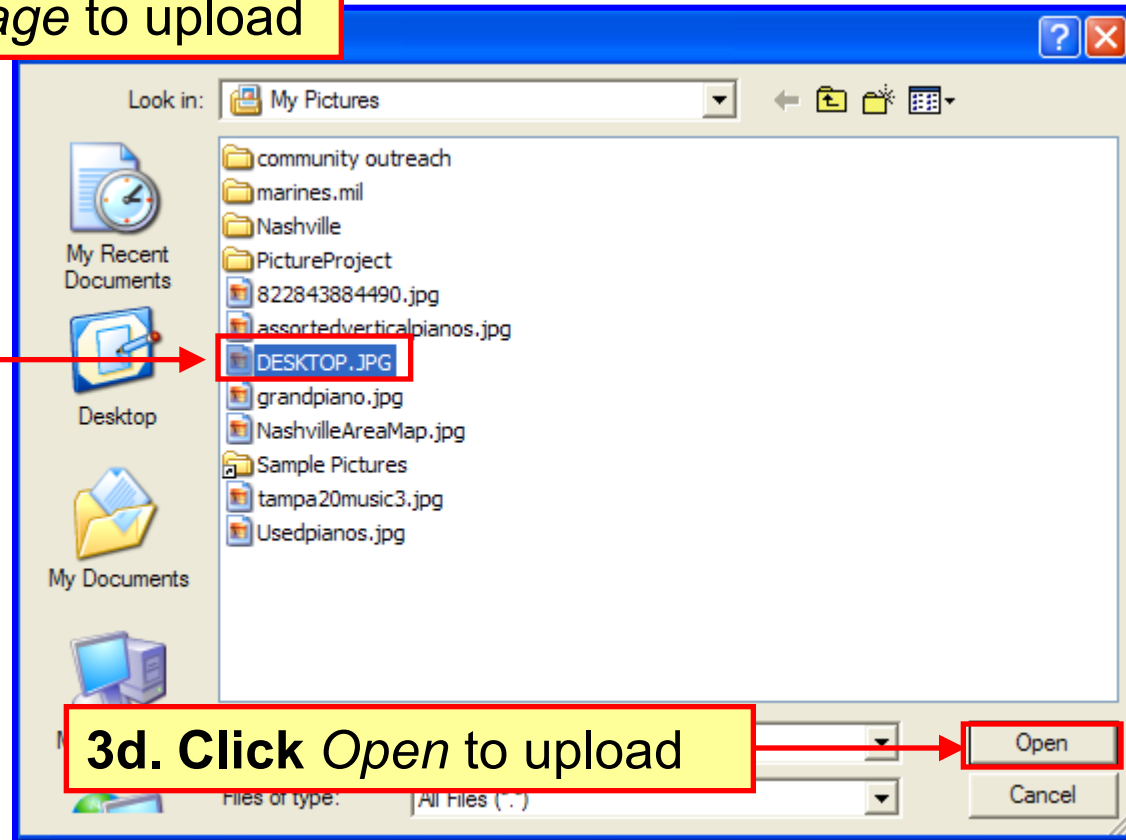
Version Comments:

[   ]

OK   Cancel

Note: Images must be published and approved before the public can view them

Uploading Multiple Images

3c. Navigate to images on local drive. Check images to upload

Welcome MCW\kathy.gessner.ctr ▾ | My Links ▾ |

Services ▾   In the Community

Site Actions ▾

es > Upload Document

Upload Document: Images

Upload Document
Browse to the document you intend to upload.

☑ Add as a new version to existing files

Name	Size	Modified
☐ Access Design.xlsx	13 KB	3/12/2008 2:51 PM
☐ ACTION TASKER FLOW.vsd	137 KB	2/27/2008 10:53 AM
☐ Classified Tasker Break out.xlsx	11 KB	3/4/2008 8:21 PM
☐ Content type worksheet (Windows ...	56 KB	2/22/2008 10:11 AM
☐ Contract Design Review PPT.ppt	390 KB	3/25/2008 1:38 PM
☐ Critical Questions and Required Ite...	31 KB	2/13/2008 9:09 PM
☐ Critical Questions and Required Ite...	14 KB	2/13/2008 9:04 PM
☐ Document Level Security.docx	167 KB	2/22/2008 3:17 PM
☐ DTRA BusRequirements.docx	14 KB	2/25/2008 10:08 AM
☐ DTRA BusRequirements_JD.docx	16 KB	3/2/2008 10:10 PM
☐ DTRA BusRequirements_KG.docx	16 KB	3/2/2008 11:10 PM
☐ DTRA III Design.vsd	511 KB	2/22/2008 12:34 PM
☐ DTRA Office Symbols with Distributi...	325 KB	2/25/2008 3:18 PM
☐ DTRA ORG - LEVEL 3 & UP.vsd	1115 KB	3/16/2008 8:48 PM
☐ DTRA ORG - LEVEL 3 & UP2.vsd	637 KB	3/17/2008 12:08 PM
☐ DTRA ORG - LEVEL 3 & UP3.vsd	246 KB	3/17/2008 1:22 PM
☐ DTRA ORG - LEVEL 3 & UP4.vsd	1235 KB	3/26/2008 8:12 AM
☐ DTRA ORG.xlsx	19 KB	3/19/2008 12:09 PM
☐ DTRA ORGANIZATION.xls		

Folder tree:
- My Documents
  - AgilixLog
  - AIMLogger
  - Camtasia Studio
  - CorasWorks
  - DTRA
  - Kathy DRIVE
  - Marines
  - Microsoft Certifications
  - My Albums
  - My Captivate Projects
  - My Data Sources
  - My Music
  - My Pictmotions
  - My Pictures
  - My Received Files
  - My Shapes
  - My Videos
  - My Virtual Machines
  - My Web Sites
  - Personal
  - PlanPlus Databases

3d. Click *OK*

[OK]   [Cancel]

Note: Images must be published and approved before the public can view them

Finding Uploaded Images

4. After all images have been uploaded, Change View to My Submissions

NOTE: This view will display all images created and/or last modified by you in descending date order

Publishing Images

5a. Click *drop down* next to image name of image to Publish

5b. Click *Publish a Major Version*

NOTE: If you upload multiple images, they must first be checked in before you publish. Run the Report for Items checked out to me and check in all at one time.

Publishing Images

Home > Units > Headquarters Marine Corps > Images > DESKTOP > Check In

Publish Major Version

Use this page to publish the current version of this document.

⚠ Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper permissions.

Comments

Type comments describing what has changed in this version.

Comments:

5c. Enter *Comments*

5d. Click *OK*

OK   Cancel

5e. Close *Images View*